

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A.	Division:	on: Educational Services			Effective Date:		September 2004	
В.	Department /	Student Developme	nt		Revision	X	New Course	
	Program Area:	Career & Employn	ent Preparatio	n	If Revision, Section(s Revised: Date of Previous Revised: Date of Current Revised:	ision:	C, I March 1992 April 2004	
C:	CAEP 0203	D:	Interpersonal	Skil	ls for the Workplace		E: 3	
	Subject & Cour	rse No. Descripti		e Ti	itle Sen		nester Credits	
F:	Calendar Description: This course is designed to provide students with the skills to enter new working and training situations with increased confidence and to assertively handle employment related interpersonal situations. In particular students will learn to communicate positively and effectively about their disability.							
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Teacher Directed Learning			H: I:	Course Prerequisites: Acceptance into the CAEP Program Course Corequisites:			
	Number of Contact Hours: (per week / semester for each descriptor)			J:	CAEP 0201, 0202, 0 Course for which the			site.
	70 to 90 hours per semester depending on disabling condition. Number of Weeks per Semester: 15				Course for winch a	ns cou	rse is a rrerequi	
				K:	Maximum Class Size: 12-16 depending on disabling conditions.			
L:	College Cr		RANSFER DET	`AIL	S (www.bccat.bc.ca)			

M: Course Objectives / Learning Outcomes:

- 1. To learn and practise basic communication skills.
- 2. To learn and practise the giving and receiving of feedback.
- 3. To learn and practise problem solving methods.
- 4. To learn and practise the skills of effective participation in a group.
- 5. To gain confidence in making transitions to new surroundings.
- 6. To assess and improve personal appearance and hygiene.
- 7. To learn about and appreciate one's unique social style.

N: Course Content:

- 1. Basic communication skills
 - assertiveness
 - conversational skills
- 2. Giving and receiving feedback
- 3. Negotiating change
- 4. Problem solving strategies
- 5. Appearance and hygiene
- 6. Self-awareness, self –confidence
- 7. Techniques for handling fear, anger.
- 8. Conflict resolution
- 9. Understanding the disability
 - effect
 - acceptance
 - strategies

O: Methods of Instruction:

Instructor presentation

Class discussion

Self-awareness exercises

Written assignments

On-the-job experience

Tours

Videos/films

Guest speakers

Role play

Interviews.

Standardized and non-standardized assessment inventories

Use of Career Resource Centre and Library at Douglas College

P: Textbooks and Materials to be Purchased by Students:

None.

Topic-relevant material will be provided in handout form throughout the course.

Q: Means of Assessment:

A mastery model of ongoing evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 80% or more.

Progress will be monitored on a regular basis by the instructor in consultation with each student. The student will be expected to maintain regular attendance and progress, actively participate in all classroom activities, and complete assignments as directed.

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R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR					
	N/A					
Course Designer(s) Mabel A.Iizat		Education Council / Curriculum Committee Representative				
Dean /	/ Director	Registrar				

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